

Quarterly Report Outline

Grantee name:

Grant Award ID Number:

Project Leader/Contact Information:

Grant Award Amount:

Project Period:

Reporting Quarter:

Date Submitted:

Brief Project Description: (First, Second, Third, Fourth)

Project Tasks, Objectives & Accomplishments: (2-3 sentences)

1. Task 1: (from work plan)

Accomplishments:

- Detail accomplishments during the quarter's activity related to the work plan tasks and objectives.

2. Task 2: (from work plan)

Accomplishments:

- Detail accomplishments during the quarter's activity related to the work plan tasks and objectives.

Funding Status:

(Provide information on money drawn down, remaining account balance, any changes that needed to be made to the budget, etc.)

Upcoming Events/Assistance Required:

(List any upcoming events related to the project or organizations involved, request any additional assistance needed by your EPA Project Officer - including technical assistance such as GIS mapping, soil sampling, etc.)